

SHELTON STATE COMMUNITY COLLEGE LIBRARY
MEMORANDUM

TO: Tom Umphrey
Arthur Howington
Hugh Kynard
Bennie Ford
Library Staff

FROM: Debbie Grimes
Director of Library Services

RE: Annual Report on the Library, 1990-1991

DATE: December 5, 1991

Attached is a copy of the 1990-91 annual report for the Library. Although the college now has an annual report form, this report provides more details than can be included in that document. It offers a kind of history of library activities for the past fiscal year.

Please see especially the comments section on page 3 under "Comparative Holdings Statistics" and the "Budget and Income" section on page 4. Give me a call if you need further information or an explanation.

LIBRARY STAFF

FYI

LIBRARY
SHELTON STATE COMMUNITY COLLEGE
ANNUAL REPORT 1990-1991

This report summarizes the activities and progress of the Library and states its goals for 1991-1992.

GOALS 1990-1991

1,539 volumes were added to the collections this year; the Junior College Library added 1,156 volumes, while the Technical Library acquired 383 volumes. Collection development focused on history at the Junior College Library and on nursing reference at the Technical Library. The goal of 2000-2500 volumes was not achieved because of limitations of the book budget and increased pricing of monographs. A total of 159 volumes were withdrawn or listed as missing from the collections this year (41 from the Junior College Library and 118 from the Technical Library).

A total of 90 audiovisuals were added to the collection this year, with 47 added at the Junior College Library and 43 added at the Technical Library. The acquisition of one piece of original art was originally targeted for 1990-91; however, one work by Frank Engle was purchased at the end of budget year 1989-90 instead.

The 1990-91 plan called for evaluation and revision of the Library's long-range plan. The college's new procedures for long-range planning are being used instead. Documentation is available in the offices of the Director of Library Services and Dean of Academic Services.

Because funds were not available, the goal of investigating the possibilities of extending database searching to faculty was not achieved.

The Library Faculty met on two occasions to discuss new teaching methods for library skills instruction. In addition, articles on library skills instruction were shared by all Library Faculty. As a result, all Library Faculty have begun to use an approach that requires more critical thinking skills by students. Exercises were changed by 3 instructors and in-class instructional techniques were changed by 1 instructor. In addition, LBS 101 was added to the required curriculum for all students (implemented Winter Quarter 1990-91; further discussion will appear below in this document). The Director of Library Services was appointed to the statewide Discipline Committee for library instruction courses.

The 1990-91 plan called for revision of the Library's Master Plan; however the purchase of property and plans to build the new campus have made this activity moot. The Director of Library Services and Technical Library Secretary are members of the Committee for Planning the New Facility. The Library staff and faculty met once and developed a list of recommendations for a library on the new campus; these recommendations have been submitted to the Coordinator of Planning. In addition, students were asked to make suggestions for new facilities in the 1991 opinion survey conducted in May. Their comments were also considered in the recommendations submitted to the Coordinator of Planning.

All librarians participated in professional development activities during 1990-91 at the state level by attending ACA/AJCLA meetings and/or Alabama Library Association programs. Librarian Don Bell attended the national ALA conference in Atlanta. Deborah Grimes served as a member of the 1991 Convention Program Committee for Ala.L.A. As part of her participation in the convention planning, Ms. Grimes also served as liaison between Ala.L.A. and Shelton State to plan and offer a question/answer program for students which featured Helen Thomas, UPI White House Bureau Chief, at the conclusion of the Ala.L.A. convention opening session. Deborah Grimes was also appointed to the LSCA Advisory Council for the Alabama Public Library Service, which is responsible for reviewing and recommending funding levels for public library grants in Alabama; she was also appointed to the Planning Committee for the Council. Muriel Campbell participated in a SOLINET workshop on book repairs.

Finally, the 1990-91 plan called for the addition of professional staff; however, additional librarians were not approved by the administration.

LIBRARY HOLDINGS

The charts given below summarize library acquisitions and total holdings for 1990-1991. Comparative information is provided for 1979-1991. The following figures reflect weeding in selected subject areas.

Holdings as of September 30, 1991			
Category	No. Added	No. Withdrawn	Cumulative Total
Jr. College Library CLASSIFIED BOOKS	1,156 vols.	41 vols.	32,122 vols.
Technical Library CLASSIFIED BOOKS	340	10	2,513
Technical Library UNCLASSIFIED BOOKS	43	108	1,013
TOTAL BOOKS	1,539 vols.	159 vols.	35,648 vols.
Jr. College Library AUDIOVISUALS	47 titles	0 titles	1,927 titles
Technical Library AUDIOVISUALS	43 titles	0 titles	2,228 titles
TOTAL AUDIOVISUALS	90 titles	0 titles	4,158 titles
Jr. College Library PERIODICAL SUBSCRIPTIONS			297
Technical Library PERIODICAL SUBSCRIPTIONS			67
TOTAL PERIODICAL SUBSCRIPTIONS			373
Jr. College Library Periodical Subscriptions on Microfilm = 142			
Jr. College Reels of Microfilm = 1,923			

COMPARATIVE HOLDINGS STATISTICS

Increase in book holdings	1979/80--1989/90	165%
	1984/85--1989/90	12%
	1989/90--1990/91	4%
Increase in AV holdings	1979/80--1989/90	330%
	1984-85--1989/90	22%
	1989/90--1990/91	2%
Increase in period. subs.	1979/80--1989/90	50%
	1984/85--1989/90	5%
	1989/90--1990/91	- 1%

COMMENTS: The rapid growth during the first ten years is due to both accelerated acquisitions (with financial support) and the addition of pre-existing Technical Library holdings to the statistics. **HOWEVER, a definite decreasing trend emerges that reflects both decreasing buying power and decreasing budgets. With loss, withdrawal, and theft at 10% (159 volumes withdrawn/lost out of 1,539 volumes added), current book budgets in particular can barely keep collections at the same level. Monies must be used to both replace missing volumes and to purchase new titles. Audiovisual purchases dropped off significantly in 1990-91 due to budget cuts; this is of some concern because of the particular need of occupational/technical programs for updated and current information.**

TOTAL BOOK HOLDINGS, BOTH LIBRARIES, AS OF 9/30/91

Subject Field	9/30/91	Total Collection (Ref.+Circ.)	Circulating Collection Only
Reference, all subjects	5,894	17%	--
General Works (A,Z)	245	1%	1%
Anthropology, History (C-G)	5,533	16%	19%
Education (L)	1,097	3%	4%
Fine Arts (M,N)	1,522	4%	5%
Language, Literature	7,593	21%	26%
Military Science (U,V)	170	1%	1%
Philosophy, Religion	1,596	4%	5%
Political Science, Law (J,K)	1,203	3%	4%
Science, Medicine (Q-S)	4,673	13%	16%
Social Sciences (H)	4,253	12%	14%
Technology (T)	956	3%	3%
Unclassified (Tech.Shops)	1,013	3%	3%
TOTAL	35,648		

COMMENTS: The skewing of the collection is the result of acquisitions in support of instructional programs that require library information. **Further review of the collection is warranted and steps will be taken to make some changes in collection priorities.**

BUDGET AND INCOME

The 1990-91 budget originally totaled \$156,904.00 (excluding salaries) and would have been sufficient to meet the needs of the Library for the year. However, because of state-mandated proration, the college administration withdrew funds in the spring and summer quarters of 1991. A total of \$ 28,251.88 funds were withdrawn from the original library budget. Total library expenditures for 1990-91 were \$128,653.00. See the September 1991 monthly report for a final accounting of library expenditures for FY 1990-91.

Income was generated by the Library (for both campuses) through the following categories for 1990-91:

Jr. College Library--Payment for lost books	\$ 1,119.21
Jr. College Library--Overdue fines	470.95
Jr. College Library--Copier receipts	12,942.50
Tech. Library--Payment for lost books	.00
Tech. Library--Overdue fines	38.90
Tech. Library--Copier receipts	970.90
Patron cards	25.00

TOTAL LIBRARY INCOME FOR 1990-1991	\$15,567.46

In addition, funding was generated by 1,264 credit hours from students enrolled in LBS 101 during Winter Quarter 1990-91 and Spring Quarter 1991. According to information provided by Richard McCracken, this resulted in an income to the college for FY 1991-92 of \$ 31.37 per credit hour, or a total of \$ 39,651.68. Tuition, at \$22 per hour, totaled \$27,808, bringing the total income for LBS 101 for 1990-91 (two quarters only) to \$67,459.68.

In addition, the sale of Library Guides used by LBS 101 students also generated a small amount of income for the college and eliminated the need for 7f3 % of college-subsidized handouts and instructional materials for LBS 101.

CIRCULATION

Total circulation statistics for both print and non-print materials for 1990-91 are as follows:

Junior College Library	10,734	items
Technical Library	3,615	items

TOTAL BOTH LIBRARIES	14,349	items

This total represents a decrease of 5% in Junior College Library circulation and an increase of 113% Technical Library circulation. Overall, there was an 11% increase in circulation. Monthly circulation for both libraries averages 1196 items per month. The decrease reflects the change in circulation policy initiated last year; periodicals are no longer circulated (but were formerly included in circulation statistics). Consequently, the 5% decrease in Junior College Library circulation is not of concern. In addition, Reserve circulation has not been counted. Because of pro-ration, Reserve circulation has increased significantly (because faculty do not produce as many handouts for students).

Based on Fall Quarter 1991 statistics of 3714 FTE (both campuses), per capita book circulation for 1989-90 was 2.46. Circulation statistics, however, reflect use by faculty, staff, and members of the community. The turnover rate (Total # volumes / total circulating) was 3.7, indicating that books were used an average of 3.7 times each during 1990-91.

During the summer of 1991, library staff members responsible for audiovisual circulation prepared reports on the number of uses of audiovisual equipment and/or software by each college department. Using a theoretical dollar value, based conservatively on convention center pricing, the Director of Library Services prepared a report on the value of audiovisual services to the college (excluding the use of overhead projectors). A minimum of \$176,000 worth of AV use was provided by the Library, with heavy users being the Humanities Division (\$68,300) and Social Sciences Division (\$36,800) at the Junior College Library and the LPN Department (\$12,500) and Drafting Department (\$15,900) at the Technical Library. A copy of the complete report is attached.

LIBRARY SERVICES

The art exhibition schedule was continued during 1990-91, featuring 9 exhibits. An exhibition schedule is on file in the Director's office.

BiblioNews, a library newsletter, was distributed 4 times to full- and part-time faculty on both campuses. However, printing was interrupted because of paper and money shortages at the college in Spring Quarter 1991. Copies are on file in the Director's office.

A new edition of Library Guide for ENG 101 and ENG 102 Students was issued Fall Quarter 1990, featuring revisions and additions. Beginning Winter Quarter 1990-91, library instruction was formally incorporated into a credit-bearing course, required of all students enrolled in ENG 101 and ENG 102. In addition to the usual classroom lectures at Shelton State, students in ENG 101 are required to participate in an orientation session at UA libraries and to visit the Tuscaloosa Public Library. Students in ENG 102 are also required to participate in a library instruction session at UA libraries. This new program was evaluated through student opinion surveys conducted at the end of Winter Quarter (results are on file in the office of the Director of Library Services). See pages 1 and 4 of this report for additional information on LBS 101.

ADMINISTRATIVE ACTIVITIES

Fortunately for all concerned, a new air-conditioning/heating system was installed in October 1991.

Library Amnesty Days were held once each quarter to encourage students to return overdue books. Some days were held in conjunction with holidays (i.e., around Valentine's Day), while one period was held to celebrate the new air-conditioning system (i.e., Chill Out Days in October).

Saturday hours were eliminated at the beginning of the Fall Quarter 1990, and after 10 years, a part-time position was dropped by the college administration.

The Director of Library Services applied for Title IID funds for the Alabama Two-Year College Library Network; the proposal was rejected for the second year.

The Director of Library Services compiled statistical and narrative information on two-year college libraries to be included in a "state of the state" report on Alabama's academic libraries for the Alabama Governor's Conference on Libraries. She also attended the local pre-conference.

OCLC/SOLINET equipment and software were updated in 1990-91. Because of new protocols and search strategies, Deborah Grimes, Sully Cochran, and Muriel Campbell attended a workshop in Birmingham offered by SOLINET. In addition, Lori Carver was trained locally to use new procedures.

The Director of Library Services visited the Colegio Internacional de Caracas in October 1990 to review the library's holdings and to make recommendations for library services in support of the college's international program. In addition, she reviewed ACRL/AECT "Guidelines for Two-Year College Library/Learning Resources Programs" (1990 ed.) and developed recommendations for general operations and procedures. In addition, titles from the Twayne U.S. Author Series (and other Twayne series) were recommended for purchase. Other acquisitions suggestions were made and regular contact is maintained with Sandra Bates, SSCC/CIC liaison. Further information on this project is on file in the office of the Director of Library Services.

The Library Subcommittee met on December 14, 1990 and made recommendations regarding library automation, an audiovisual viewing center, and library fines. These recommendations (on file in the office of the Director of Library Services) were discussed and reviewed by the Director of Library Services and the Dean of Academic Services.

A means of "alternative payment" of fines was developed to help students with heavy fines pay their debts to the college at no financial burden to themselves. In lieu of payment or replacement of lost items, a student may work for the college at minimum wage for the number of hours equal to the fine and/or replacement cost. This alternative was successfully used by one student in 1990-91, who worked a number of hours in the Child Development Center under the direction of Sherry Kirksey.

EVALUATION

The annual library evaluation survey was conducted during Spring Quarter 1991. 100 students participated, as did 50 faculty (although all full-time faculty were given surveys). Classes of students were selected from each time slot and from each campus; in addition, any student was free to complete a survey in the Library upon request.

Results showed a high degree of satisfaction with library services by faculty and students. Specific questions were asked regarding hours and use of the Technical Library on the Fifteenth Street Campus; as a result hours were changed (NOTE: In addition, headcounts were conducted to determine peak usage hours).

Students and faculty were also asked to comment on plans for a new library facility. These suggestions will be incorporated into planning library services and facilities for the new campus.

GOALS FOR 1991-1992

1. To add resources needed for the newly established generic nursing program;
2. To revise the objectives of LBS 101 and to specify basic competencies for entrance to LBS 101;
3. To add resources according to the collection development plan, with emphasis on the reference collection at the Junior College Library and on LPN resources and, to a lesser extent, on career development at the Technical Library;
4. To conduct the biannual periodicals review, eliminating and adding subscriptions as required;
5. To request funding for library automation;
6. To develop introductory library materials and exercises for use in ENG classes for foreign students;
7. To provide informative and instructional bulletin boards and continue to develop handouts and pathfinders as needed or requested;
8. To provide expertise and support for collection development for international programs, and for Colegia Internacional de Caracas in particular;
9. To develop disaster/emergency policies and procedures for both libraries;
10. To research, develop, and implement a library recycling program for both libraries;
11. To continue to compile and distribute BiblioNews, a bimonthly newsletter about library matters, to all full-time and part-time faculty;



SHELTON STATE COMMUNITY COLLEGE



THOMAS E. UMPHREY
PRESIDENT

December 10, 1991

MEMORANDUM

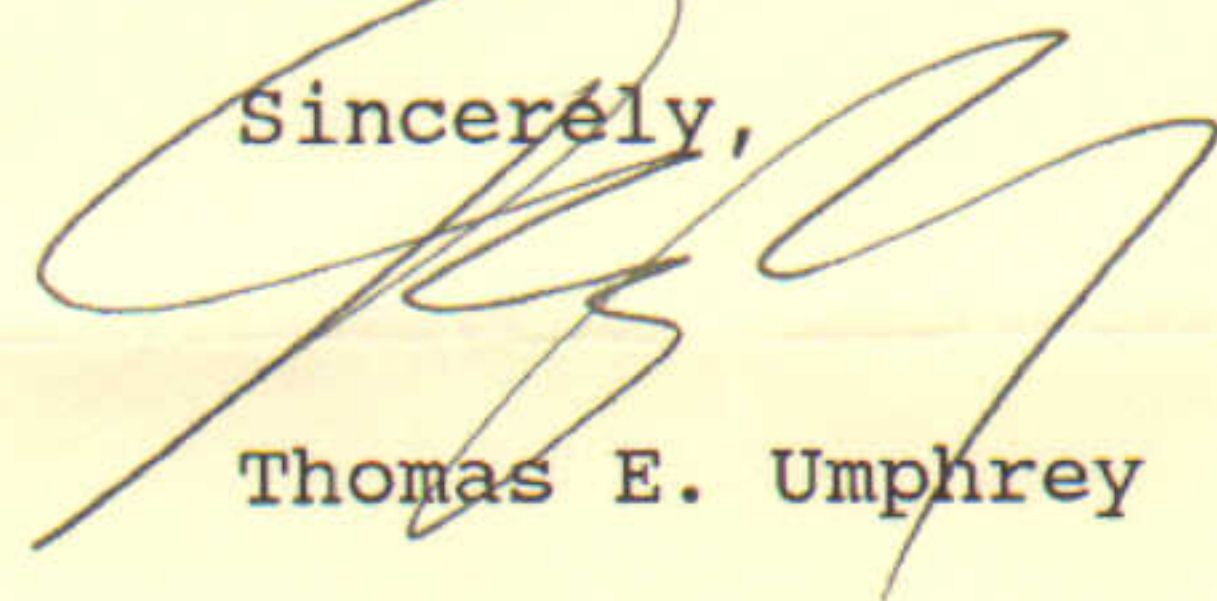
TO: DEBBIE GRIMES

Thank you for the Annual Report on the Library. As usual, you did an excellent job in showing the facts and figures concerning the status of the library.

I appreciate the hard work that you and your staff do each day to provide top quality library services to our students. Proration makes all of our jobs more difficult, but with your ingenuity I know you will meet the challenge.

I hope you have a happy holiday season!

Sincerely,



Thomas E. Umphrey

TEU:bbj

ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Alabama Canine
Law Enforcement Center
4922 McWright Ferry Rd.
Tuscaloosa, AL 35406
(205) 759-4619

Skyland Campus
202 Skyland Blvd.
Tuscaloosa, AL 35405
(205) 759-1541

Fifteenth Street Campus
1301 - 15th Street East
Tuscaloosa, AL 35404
(205) 759-1541

Alabama State Fire College
2015 McFarland Blvd.
Tuscaloosa, AL 35405
(205) 759-1508

Alabama Water Resource Center
Route 1 Box 288
Moundville, AL 35474
(205) 371-6750

MEMORANDUM

DATE: December 12, 1991

TO: Debbie Grimes
Director of Library Services

FROM: Arthur Howington
Dean of Academic Services *AH*

RE: Annual Report for 1990-1991

I have received and have read with considerable interest the 1991-1991 Annual Report for the Shelton State Community College library. You did great job on the report itself, and you and your staff provided excellent library services to this institution during the period of the report.

As you acknowledge in your report, these have been difficult times. You probably think that your department has borne the brunt of our troubles. Certainly, the library has shouldered its share--and perhaps more than its share--of the proration-induced burdens. Thank you for your willingness to cooperate and to contribute.

I have become concerned recently that our library seems to be the only one around that does not have some kind of computer-aided circulation system. I was in the Central High School library the other day and even they have what looks like (but may not be since it was not turned on) a computerized card catalog. Point is I would like to meet with you some time in the near future to discuss specifically the possibilities for automation of our library. I especially want to search for some kind of options that will not cost us an arm and a leg. May not be possible, but I do want to look at it again and closely and with a view toward getting something done.

Again, thank you and your staff for all your good work.

Copy to : Tom Umphrey
-

SHELTON STATE COMMUNITY COLLEGE

MEMORANDUM

TO: Arthur Howington *Sumner*
FROM: Debbie Grimes
RE: Annual Library Evaluation
DATE: July 29, 1991

Because of the high degree of satisfaction with library services indicated by both faculty and students on the 1990-91 survey, there are, in general, no immediate responsive actions to be taken at this time.

As a result of the specific question asked regarding hours and use of the Technical Library on the Fifteenth Street Campus, library hours have been changed. In addition to survey data, a headcount was conducted to determine peak usage hours. Library staff schedules have been changed to handle more effectively the following library hours on the Fifteenth Street Campus:

Monday--Tuesday	7:30am--5:00pm
Wednesday--Thursday	7:30am--6:00pm
Friday	7:30am--4:30pm

Both students and faculty were asked to comment on plans for a new library facility. These suggestions will be incorporated into planning library services and facilities for the new campus.

cc: Bethany Engle
Bennie Ford